

**TENNESSEE
PRIVATE PROBATION SERVICES COUNCIL
MINUTES**

DATE: September 2, 2011

PLACE: 2nd Floor Conference Room- Andrew Johnson Tower
710 James Robertson Parkway
Nashville, Tennessee

PRESENT: Board Members –
Judge Chris Craft, Chairman
Judge Hugh Harvey
Judge John Hudson
Dena McCollough
Veronica Thornton

ABSENT: Judge J. Klyne Lauderback, Vice-Chairman
Sidney Chism

PRESENT: Staff Members -
Donna Hancock, Executive Director
Judy Elmore, Administrative Assistant
Benton McDonough, Assistant General Counsel

Call to Order – Chairman Craft called the meeting to order at 10:00 a.m. and the following business was transacted:

Ms. Hancock called the roll. Five (5) council members were present and one (2) were absent.

Agenda - The agenda was adopted.

Minutes – Ms. McCollough made a motion to approve the minutes of June 3, 2011, seconded by Judge Hudson. **MOTION CARRIED.**

LEGAL REPORT – BENTON MCDONOUGH, ASSISTANT GENERAL COUNCIL

Mr. McDonough did not have a Legal Report to present.

Mr. Chick presented an Agreed Order in the matter of complaint 2009012091 regarding unlicensed conduct for the Council's consideration. Judge Hudson made a motion to accept the Agreed Order, seconded by Judge Harvey. **MOTION CARRIED.**

ADMINISTRATIVE REPORT - DONNA HANCOCK, DIRECTOR

Budget Report – Ms. Hancock presented a preliminary budget report for the 2010/2011 fiscal year.

Complaint Statistics & Comparison Report – Ms. Hancock presented a report of the complaints open at this time last year compared to the ones currently open.

2012 Meeting Schedule – Ms. Hancock presented a tentative schedule of the 2012 meetings for consideration. The schedule was approved.

Probation Officer Resume Review – Tammy Hardy – Ms. Hardy appeared with CEO Mike Mashburn, who appeared her behalf, to appeal to the Council to accept her work experience in lieu of a college degree so she may qualify as a probation officer. After some discussion, Judge Hudson made a motion to accept Ms. Hardy’s qualifications, seconded by Judge Harvey. **MOTION CARRIED.**

Out of State Companies – Ms. Hancock presented information regarding private probation companies applying for licensure that are located outside the State of Tennessee. After some discussion, the Council asked Mr. McDonough to request an opinion from the Office of the Attorney General regarding this matter. They further requested Ms. Hancock to contact the two out-of-state companies and advise them of the request for the A.G.’s opinion.

ELECTION OF OFFICERS -

Ms. McCullough made a motion to retain Judge Craft as chairman, seconded by Judge Hudson. **MOTION CARRIED by acclamation.**

Judge Hudson made a motion to retain Judge Lauderback as vice-chairman, seconded by Judge Harvey. **MOTION CARRIED by acclamation.**

UNFINISHED / NEW BUSINESS –

Judge Craft requested Mr. McDonough send him a copy of the proposed legislation regarding the frequency of meetings to be changed to an “as needed” basis.

ADJOURN -

Being no further business, the meeting adjourned at 11:00 a.m.

Judge Chris Craft, Chairman

J. Klyne Lauderback, Vice Chairman